

Minutes of Waukesha County Airport Operations Commission
July 11, 2012

Vice-Chair Bluemke called the meeting to order at 8:005 a.m.

Commissioners Present: Falstad, Schoekpe and Bluemke. Excused from today's meeting: Crowley and Richards.

Others Present: Val Ramos, Airport Administration; Kurt Stanich, Airport Operations; Harry Becker, Atlantic Aviation; Clara Daniels, Dept of Administration; Ken Witt, Tower Chief; and Keith Markano, Airport Manager .

Approve modify minutes of June 13, 2012

Motion to approve June 13, 2012 minutes by Falstad with second by Schoepke. Motion passed.

Public Comment/Correspondence – None

Discussion on Airport Operating Budget 2013 – The Commission received copies of the 2013 Operating Budget. Commissioners received copies of the budget book print out.

Markano – The first page is the compilation of the following four pages and gives a snapshot of the overall budget. The budget is only 1.6% different from the 2012 adopted budget. Page 2 is a grouping of several program codes for County owned buildings, grounds which includes snow removal and grass cutting, ramp operations is for the pavement next to the Atlantic hangar and for the fixed base operation (FBO) the cost associated with the terminal building and the FBO lease except for the fuel farm portion of the lease. Looking at this you see that airport charges for services is increasing approximately \$18,000. We finally have a change in CPI that is more than 1%, we are estimating this at 3.4% (that is where it was) we only have one more month to add in to the year-to-year change. Leases will be going up by 3.4%. This represents where most of the revenue comes from, the change in the leases. Other revenue is slight decrease in \$2,000 from the new snow removal contract and favorable winters. You will see a tax levy credit to offset other program codes. The operating expenses will decrease slightly. Inter-departmental charges are going up. This reflects the Highway division doing more work at the airport (crack sealing). The Bureau of Aeronautics (BOA) inspects and has a program for airside pavement work. This leaves the Airport on it's own for landside pavement work. Airport staff worked with Public Works engineers and their contractor and amended the Airport into their contract. The contractor came out to inspect the pavement and will come up with a maintenance plan. Money has been set aside for repairs and crack sealing.

Bluemke – What did the Airport do prior to the Highway doing this work?

Markano – The Airport would inspect the pavement and Payne & Dolan or the Highway department completed any repairs needed.

Fueling Operations –The only charges for services going up by \$1160 is the land lease for the fuel farm and this will be increased by the 3.4%.

Control Tower - Operating expenses are expected to go up a little due to increasing utility costs for 2013 and waste disposal cost for dumpster service and this reflects in the \$2300. Inter-department charges are down a bit due to favorable insurance rates.

Administrative Services – Funded solely by tax levy. Increase in tax levy is to offset personnel costs and operating expenses. Increase due to continuing marketing plan and professional memberships. Interdepartmental charges increased by \$8,000 for previously uncharged administrative overhead expenses (this is a new charge).

Capital Projects – Will discuss Reconstruct T-Hangar 674 with Betsy. This project delayed to do the T-Hangar study.

Airport Objectives:

Objective 11 - Monitor condition of runway and taxiway pavement to prolong useful life and reduce costs – Bureau of Aeronautics came out to do a pavement inspection in May. We are looking to have these results from them towards the end of the year.

Objective 12 - Keep Airport open continuously regardless of severe weather conditions and limit closures. Snow can be removed and the Airport can stay open, If an ice storm occurs, it will it be difficult to keep the airport open since there is not much that can be done. We cannot apply salt, sand is an option but presents its own problems and requires clean up of the runway.

Objective 13 – Advance portions of the marketing plan to generate more revenue for the Airport and reduce the County Tax Levy. In 2013, another Airport survey will be completed.

Objective 14 – Continue to explore acquisition of land as identified in the Airport Master Plan.

Comments/Questions:

Falstad – Are tenants aware of the 3.4% increase?

Markano – This is in all of the land leases, that CPI (Consumer Price Index) adjusts rent annually. Tenants are informed of this in the January billing.

Bluemke – In the Interdepartmental charges of \$1,082, part of this was for insurance (workers compensation).

Markano – There are six different program codes used to breakout this amount (airport liability, surety in bonds, criminal). Believe this was the fuel farm portion since there have not been any claims and this would be the reason for the decrease.

Chairman's Report – None

Airport Manager's report -

FAA Draft Advisory Circular – Airport Safety Management System (SMS) – The circular information is not very clear on obligated airports for safety management systems. Not clear if this is required for all airports or just Part 139 airports. This would be looking at gap analysis for safety procedures for wildlife hazardous management, snow removal and emergency plans and putting them in a matrix with probabilities and affects. This would be very in depth. Carrier airports have already implemented this because they have the staff to do this.

Bluemke – Waukesha Airport has new designation of a national airport and this may require the Safety Management System to be completed.

Markano – Spoke with representative of (Prodigic), a company that develops safety management software. Unfortunately, the Airport cannot afford a very expensive program. They have a free “widget” made available for 24 months to the first 25 airports that register for this and Waukesha was one of the airports selected. Input from airport users is an important part of the safety management program. An e-mail was sent to IT that the Airport was selected and the program was added to the website.

Schoepke – What is the probability of the Airport being required to use the Safety Management System?

Markano - After reading other articles on this subject, it will be mandatory for air carrier airports within the next couple of years. In addition, if they incorporate the new categorization of general aviation airports in the National Plan of Integrated Airport Systems for 2013 to 2017, we may see something on the horizon by 2015.

Bluemke – There may be some funds available for this program. With the new designation of the Airport, this would help keep the Tower at the Airport.

Markano – Letters will be sent to all State representatives requesting to keep the Contract Tower Program for the Airport.

Falstad – Are there any other requirements aside from the SMS?

Markano – There has been talk the past seven years since the TSA released the security guidelines for general aviation airports making something mandatory instead of just guidelines. The airport has complies with most of the required guidelines.

Witt – Regarding the SMS, the air traffic side has already implemented this program.

Bluemke – There may be opportunity to work with another University. The University of Whitewater has a Department of Occupational Environmental Safety and Health the Airport could work with.

Markano – Perhaps they could help write up an SMS for the Airport as Carroll University did with the Economic Impact Study.

Markano - When the Airport receives confirmation, the SMS program is up on the website, this information will be published in the Airport newsletter. Airport users can go into the website SMS program to report any safety issues.

Funding - Funding has not been released for the Delta Project. Call into the Bureau of Aeronautics on 7/10/12 and was informed There is no definite time when the FAA would release the funds.

Schoepke – What is the reason did they not budget for this?

Markano – Right now, there is probably a backlog of projects from not having a budget for the last four and a half years. Even though we did receive discretionary funds, there are other discretionary funds for higher priority projects than ours.

Falstad – Can elected representatives help with this?

Markano - The FAA Airports District Offices decides who gets the funds.

Operations Report –

Tower Activity and Fuel reports

Traffic remains steady. There a few big increases from military. Last year military did not do very much at the Airport, this year shows a 1400% increase in itinerant and military traffic. Local traffic seems to be down over the year but itinerant traffic for general aviation is up. You can see year over year, month over month remains steady by 1500 operations per quarter. Fuel revenues are up. You can see the quarterly analysis a little dip in 2011 up in 2012, and for the budget, some projections were made. Our fuel for the budget runs November to October. We upload about 45% of our fuel from November to May, and based on the amount for the rest of year we can project where we will be if everything remains the same; it was a very significant increase. This is starting to look very good thanks to Atlantic and their marketing efforts and fuel pricing concessions.

Bluemke – Was there anything specific in the military operations?

Stanich – Air National Guard unit from West Bend was flying helicopters into the Airport for training,

Bluemke – Why do they use Waukesha? Maybe we could encourage them to use the Airport more often.

Stanich – They do many instrument approaches. A lot of ILS (Instrument Landing System) training, Waukesha seems to be a good location for them.

Witt – If they have the funding and the need for the training, they come to Waukesha.

Bluemke - No doubt, they always need the training. They can choose 20 or 30 airports within the area. This could be an opportunity to influence them to come to Waukesha.

Stanich – We do have the amount and arrangement of the instrument approaches to the airport and the GPS, VOR (very high frequency omni directional range), and the ILS in a non-Mitchell type environment. That lends a lot to a good training location not just for the guard but also Timmermann uses the Airport for training on instrument approaches.

Fireworks – July 4th fireworks at Expo Center caused several small grass fires on the Airport grounds. Earlier in the week, the Airport expressed concern about the fireworks display because of the dry conditions. Fire trucks were used to douse the Expo side but not the Airport side. About ten minutes into the show there were two grass fires that occurred between the Stein hangar and Atlantic hangar. The Fire Department response was fantastic they were there right away. Fire started going under the fence and Fire Chief Howard jumped the fence to extinguish it. After extinguishing the fires, they decided to put on the fireworks finale but after watching burning chunks falling, they decided to cancel the show. Meeting on July 17th with the City and Fire Department to discuss if area close to the airport is a good location for the fireworks display (with hangars and aircraft so close). The ladder truck with thermal imaging camera was used to check the rooftops of the hangars to make sure nothing was burning. The Airport hired a sweeper truck to clean up debris off the ramps; this will be charged to the city. Since the July 4th event was cut short, the City would like to do another firework display on Labor Day. The assistant chief said it was unlikely they would hold the Labor Day event; the Fire Department makes the final decision on the fireworks event.

UWM Summer Camp – Will be visiting the airport on July 12, 2012 from 10:30 am to 2 pm. They will be visiting Spring City Aviation, Control Tower, Flight for Life, Stein Aircraft Services, and then speakers will be here to go over aviation careers. This will be a good youth interaction event.

Wings Over Waukesha (WOW) – Planning is complete and actually working on 2013 show. The B-17 will arrive at the Airport on Monday, August 20th. Sponsorship money is coming but more money would be good. A complete itinerary of the event will be available for the Commissioners at the August meeting.

Networking After 5 – Scheduled for Tuesday, August 21st in the Terminal lobby and starts at 5 pm. Commissioners and all elected officials are invited. Last year there were about 170 participants. It is a good event where people learn about the Airport and networking.

Future Agenda Items
Restaurant
Airport Expansion/remodeling

Adjourn

Motion to adjourn by Schoepke with second by Falstad. Motion passed. Meeting adjourned 9:05 a.m.

Next meeting: Wednesday, August 8, 2012 at 8:00 a.m.

Respectfully submitted,

Duane Bluemke
Vice-chair
July 11, 2012